

New Procedure – Online Transcript Request!

Starting with the fall 2011-2012 semester students will be ordering transcripts online.

Cardinal Stritch University has authorized the National Student Clearinghouse (NSC) to provide official transcript ordering via the web. The ordering service is available 24 hours a day/7 days a week. You can order transcripts using any major credit card. Your card will only be charged after your order has been completed. Order updates will be emailed to you or you may track your order online.

Helpful hints:

- Please check your MyStritch account to make sure your grade has been posted before ordering your official transcript. NSC will cancel any orders that are still on hold after 30 days.
- Please also make a note of your Stritch ID number from your MyStritch grade report—you will need that information when ordering your transcript.

To order your official transcripts:

- Go to the secure Clearinghouse website at: <http://studentclearinghouse.org>;
- Click on the **Order or Track a Transcript** box.
- Follow the step by step instructions;
- If you have questions, please see their Transcript Ordering Help link.

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